



FINANCE AND ADMINISTRATION CABINET
COMMONWEALTH OFFICE OF TECHNOLOGY

Steven L. Beshear
Governor

Jonathan Miller
Secretary
Finance and Administration Cabinet

101 Cold Harbor Drive
Frankfort, Kentucky 40601
Phone: 502-564-1201
Fax: 502-564-5769
<http://technology.ky.gov/>

Lori Hudson Flanery
Interim CIO

Steve Rucker
Commissioner

Jim Barnhart
Deputy Commissioner

AGENCY CONTACT MEMO #2011-0101

To: Agency CIOs, Technical Contacts

From: Steve Rucker
Commissioner
Commonwealth Office of Technology

Date: January 26, 2011

Subject: Data Sanitation - Reminder

Commonwealth Office of Technology would like to remind agencies of the importance of sanitizing data from all IT equipment as it is replaced or retired.

In addition to PCs, many devices now contain internal hard drives that can store Commonwealth data or images. Photo copiers, smartphones, printers, and multi-function devices are just a few of the items that can now store such information without end user's knowledge.

Agencies are urged to follow [CIO Enterprise IT Policy CIO-077](#) before returning machines or devices to vendors to prevent the unauthorized release of sensitive and/or confidential information. That policy has recently been updated to include these devices.

Copiers purchased through the state's arrangement with the Western States Contracting Alliance (WSCA) have provisions in place to address the sanitization of these devices.

For more information, please contact the office of the Chief Information Security Officer (CISOCOT@ky.gov) or by phone at (502) 564-7576.